



ECONOMIC DEVELOPMENT PROGRAM MANAGER

Purpose:

To actively support and uphold the City's stated mission and values. To coordinate, direct, and implement programs and projects that support commercial, office, and industrial development; workforce development; the attraction of and assistance to domestic and international businesses; development of public facilities and infrastructure; small business development initiatives; and/or other economic development, redevelopment or capital improvement programs or projects. Work is oriented either toward short-term or multi-year projects.

Supervision Received and Exercised:

Receives general supervision from the Economic Development Director or from other management staff.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develops management plans including current and critical path schedules for public improvement and private redevelopment projects.
- Analyzes real estate investment projects.
- Develops business assistance, business retention, and expansion plans.
- Solicits development proposals from private development companies.
- Negotiates development contracts with private developers.
- Organizes, monitors, and manages the activities of functional operation units within the City impacting economic development projects.
- Performs economic development ombudsman duties with City Departments on behalf of private developers.
- Prepares reports on economic development activities for administrative and City Council decision-making.

CITY OF TEMPE

Economic Development Program Manager (continued)

- Meets and works with citizen committees, special interest groups, non-profit organizations, and neighborhood groups concerning economic development issues and problems.
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of professional experience in urban economic development, infrastructure development, commercial development, transportation development, workforce development, and/or business assistance.

Education:

Requires a bachelor's degree in economic development, urban planning, public administration, business administration, or a degree related to the core functions of the position.

Licenses/Certifications:

Must possess and maintain a valid driver's license

Examples of Physical and/or Mental Activities:

- Work in a stationary position at desk or at computer for considerable periods of time
- Operate computers, calculators and other office machines
- Considerable reading and close vision work
- May work alone for extended periods of time at the office
- May require working extended hours

Competencies:

<http://www.tempe.gov/home/showdocument?id=26274>

Job Code: 538

Status: Exempt / Unclassified